



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-684

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Community Development

Grants Administration

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

This schedule supersedes Schedule #C-4343

- |    |  |   |
|----|--|---|
| 1. | FEDERAL CONTRACT FILES (GRANTS)<br>Original proposals to Federal Government for Block Grant funds. Original copy of Federal Contract, all related financial documentation including P.O.'s, Goods Received, etc. Becomes inactive after funds are expended (usually each fiscal year). | Retain in office until grant closed then purge of all non-record material. Retain for additional three (3) years from date closed or from date received in Record Center, whichever is shorter, then destroy. |
| 2. | STATE CONTRACT FILES (GRANTS)<br>Original proposals to State Government for Grant funds. Original copy of State Contract, all related financial documentation including P.O.'s, Goods Received, etc. Becomes inactive after funds are expended (usually each fiscal year).             | Retain in office until grant closed then purge of all non-record material. Retain for additional three (3) years from date closed or from date received in Record Center, whichever is shorter, then destroy. |

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

3/20/92 *Gerald A. Lurich*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

3/24/92 *[Signature]*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

3-18-92 *Kevin M. Roddy*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

4/16/92 *[Signature]*  
DATE SIGNATURE

INSTRUCTIONS - TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. Box 275  
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Community Development

Grants Administration

DEFINITION-RECORD SERIES-

A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Federal  
Contract Files

1986 TO 1987

6. RECORD SERIES DESCRIPTION

(BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Original Proposal to Federal Govt. for Block Grant funds. Original copy of Federal Contract,  
all related financial documentation including P.O.'s; Goods Received, etc. Become inactive  
when funds have been expended. (Usually each Fiscal Year).

7. RECORDS SERIES FORM(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REELS(S)

☐ COMPUTER TAPE(S)

☐ OTHER(SPECIFY)

by contract #

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

(immediately after \$ spent)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

1 Investment Place, Suite 105

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

(Sometimes in Co. Council files)

☒ YES

☐ NO

15. ACCESS RESTRICTIONS

☐ YES

☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENT

☐ NONE

☐ STATE

☒ FEDERAL

☐ INDEPENDENT

(Annually)

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and  
describe and hardware/software)

☐ YES

☐ NO

N/A

18. RECOMMENDED RETENTION

3 yrs. from date closed (after funds  
are expended)

19. NAME AND TITLE OF PREPARER

Ruth Brown, Office Asst.

20. TELEPHONE NUMBER

887-6055

21. DATE

2/21/92

SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. Box 275  
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Community Development

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5. FANTEST YEAR/LATEST YEAR

State  
Contract Files

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7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ ROUNDOFF ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

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☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER SPECIFY

10. VOLUME

☐ FILE DRAWER(S)

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(Annually)

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